

Lefler History
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Student Handbook

LEARNING RESOURCES CENTER
ROANOKE-CHOWAN COMMUNITY COLLEGE
ROUTE 2, BOX 46-A
AHOSKIE, N. C. 27910

NOT TO BE TAKEN
FROM LIBRARY

ROANOKE-CHOWAN

TECHNICAL COLLEGE

Route 2, Box 46-A • Ahoskie, North Carolina 27910 • Telephone 919/332-5921

"An Equal Opportunity Institution"

1984-85

This handbook was designed to help you become familiar with Roanoke-Chowan Technical College, the services offered, and general policies that affect you as a student. It is important that you keep this handbook throughout your stay at RCTC. The information contained will hopefully answer your questions about our policies and regulations.

If you do not find information you need in this handbook, please stop by the Student Development Services Department and one of the counselors will be happy to assist you.

We will try to keep changes in this handbook at a minimum, but policy changes do occur from time to time. RCTC reserves the right to make changes as we find it necessary.

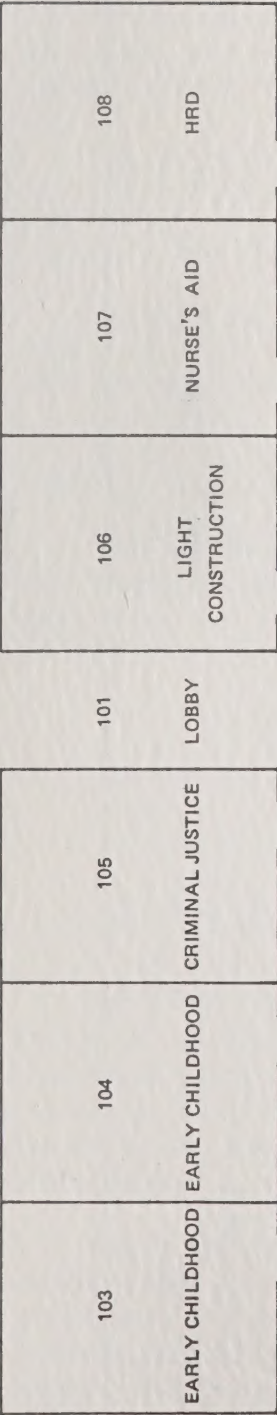


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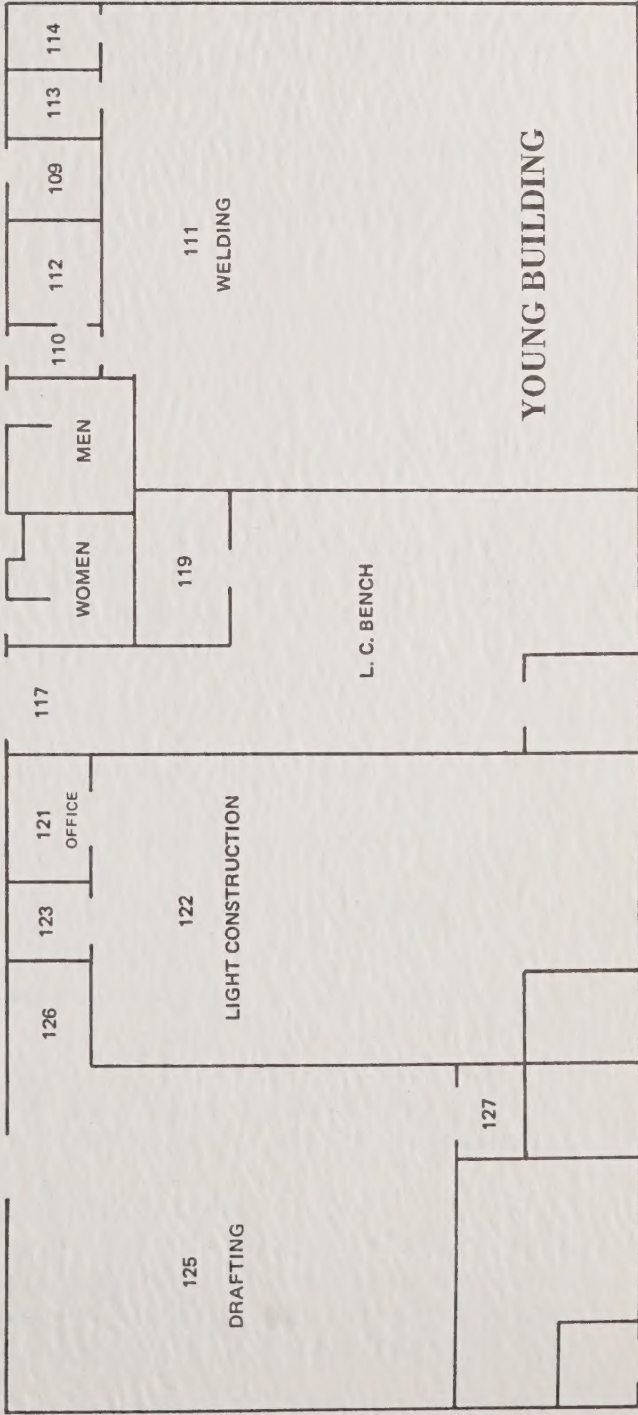
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JERNIGAN BUILDING

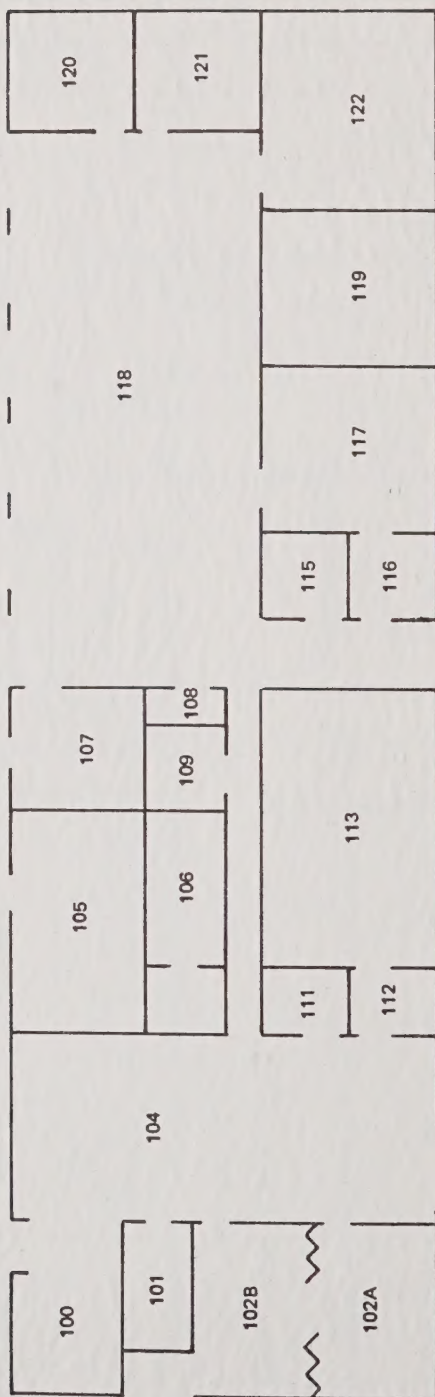




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VOCATIONAL-TECHNICAL BUILDING



CAMPUS SERVICES

BOOKSTORE

The bookstore is located in the student lounge and sells all the books and supplies you will need for your program of study at RCTC. A varied selection of novelty items is also available for sale.

The bookstore hours vary each quarter, so it's generally best to check the schedule of hours posted on the door. The bookstore is open two nights per week, except during registration. These nights do vary, so once again, check the posted hours.

We know books are expensive (we can't control this). Always check with your instructors before purchasing any books so you won't be stuck with the wrong ones.

LRC

This stands for Learning Resources Center and contains the library, the learning lab, and an audiovisual department. In other words, it's a place to go that has lots of resources to help you learn. The staff in the LRC is very friendly and always willing to help out.

Note the hours of the LRC:

Monday - Thursday	7:30 a.m. - 9:30 p.m.
Friday	7:30 a.m. - 4:00 p.m.
*Saturday	8:30 a.m. - 12:30 p.m.

*Observed only when Saturday curriculum classes are held.

LIBRARY

The library contains books, magazines, reference materials, and audiovisual materials--just about anything you'll need. It also has comfortable chairs, study tables, and individual study desks for your convenience. If, by chance, they don't happen to have something you need, just let the staff know. They'll be glad to check around at other schools to try to find it.

LEARNING LAB

This is where you can go to work individually if you need extra help in a given area. It can be used to supplement classroom work, complete the requirements for the GED, improve upon basic skills--and for many other purposes. Feel free to stop by and see what's offered. The staff will be happy to show you around.

FOOD SERVICE

A good selection of foods is available in the student lounge. Hot meals, hamburgers, hot dogs, and sandwiches--it's all there. Drinks and snacks are also available from vending machines.

SPECIAL SERVICES

This service is available to selected students. Special Services offers tutoring, counseling in any area, and instruction in study skills and habits. And what makes all of this even more special is that it's free. For more information about this great service, stop in to see the Program Director in the Vocational-Technical Building.

FINANCIAL AID

RCTC's Financial Aid program enables qualified students to attend college regardless of financial difficulty. Financial assistance is available to students in the form of scholarships, loans, grants, and part-time employment. It doesn't hurt to ask, so stop by the Financial Aid Office in the Student Development Services Department--they'll be glad to talk with you.

COUNSELING

Counseling is available to any student who wishes to take advantage. There are counselors trained to listen to what you have to say and help you with your problems--whether it's academic, personal, financial, or career planning. Stop by the Student Development Services Department, and help is there for the asking.

ALUMNI

The Roanoke-Chowan Technical College Alumni Association (RCTCAA) is designed to give you the opportunity to:

- participate in school and alumni activities and projects
- help RCTC reach its full potential of service to the community
- renew ties of friendship with former students and staff
- recognize others or be recognized for outstanding accomplishments
- receive newsletters and information concerning college activities and educational opportunities

As a student, you are eligible to join RCTCAA. Contact Student Development Services for more information.

VETERANS AND ELIGIBLE PERSONS

Veterans and eligible dependents in any curriculum program offered by Roanoke-Chowan Technical College may qualify for benefits from the Veterans Administration, Title 38, United States Code.

Veterans are admitted, pay tuition, and attend school under the same regulations and requirements as other students. Veterans are paid monthly by the Veterans Administration. The amount paid is determined by hours attended and number of dependents.

All veterans and eligible persons must submit an attendance sheet monthly for educational benefits to continue.

If you think you or your dependents may be eligible, full details on veterans training programs may be obtained from the Veterans Office.

FIRST AID

In case of injury, a first aid kit is located in the SGA (Student Government Association) office (located on the back hall of the Jernigan Building). If the SGA office is closed, stop by the Student Development Services Department and someone in there will try to help you.

Any injury requiring professional medical attention should be reported to the Business Office to insure proper insurance claims.

STUDENT ACTIVITIES

The Student Government Association (SGA) sponsors lots of fun activities for your enjoyment. Dances, cookouts, talent shows, field days, movies, and intramural sports--just to name a few. The more people, the more fun--so listen for the announcements of activities and join in.

Do note though--some activities are scheduled during regular class hours and this does not exempt you from attending class. Don't skip class, check with your instructor first.

COMMUNITY RESOURCES

HERTFORD COUNTY

Ahoskie

Roanoke-Chowan Human Services Center	332-4137
Ahoskie Police Department	332-5011
Ahoskie Rescue Squad	332-4113
Vocational Rehabilitation	332-4006
Employment Security Commission	332-5016
Fire Department	332-2121
Health Department -- Ahoskie Clinic	332-5676
Legal Services for the Coastal Plains	332-5124
Ahoskie Housing Authority	332-4101

Murfreesboro

Health Department -- Murfreesboro Clinic	398-4139
Police Department	398-4151
Fire Department	398-4151
Rescue Squad	398-4151
CADA Choanoke Area Development Association	398-4131
Roanoke-Chowan Regional Housing	398-4317

Winton

Fire Department	358-5341
Police Department	358-3041
Rescue Squad	358-5341
Department of Social Services	358-5321
Health Department	358-1061

Harrellsville

Wiccacon House	356-2938
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NORTHAMPTON COUNTY

Conway

Police Department	585-1155
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Woodland

Health Department	587-6611
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Jackson

Roanoke-Chowan Human Services Center	534-5111
Fire Department	534-3901
Ambulance Service	534-6811
Department of Social Services	534-5811
Health Department	534-5841
Sheriff's Office	534-2611

Severn

Police Department.	585-0411
Fire Department	585-0411
	if no answer. 585-1363
	if no answer. 585-1772

GATES COUNTY

Gatesville

Gates County Department of Social Services.	357-0075
Gates County Health Department.	357-1380
Gates County Rescue Squad	357-0388
Fire Department	357-1188
Roanoke-Chowan Human Services Center	357-0237

Sunbury

Fire Department	465-8845
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BERTIE COUNTY

Windsor

Bertie County Department of Social Services	794-4841
Health Department	794-2057
Rescue Squad	794-3610
Employment Security Commission	794-3067
Fire Department	794-3610
Police Department.	794-3111
Vocational Rehabilitation Service.	794-9111
Roanoke-Chowan Human Services Center	794-2895
CADA Choanoke Area Development Association.	794-3107

Aulander

Fire Department	345-3541
	(night) 345-8231
Police Department.	345-3181
Rescue Squad	345-3541
	(night) 345-0255

Lewiston

Police Department	348-2823
Fire Department	794-3610
Health Center	348-2111
Rescue Squad	794-3610

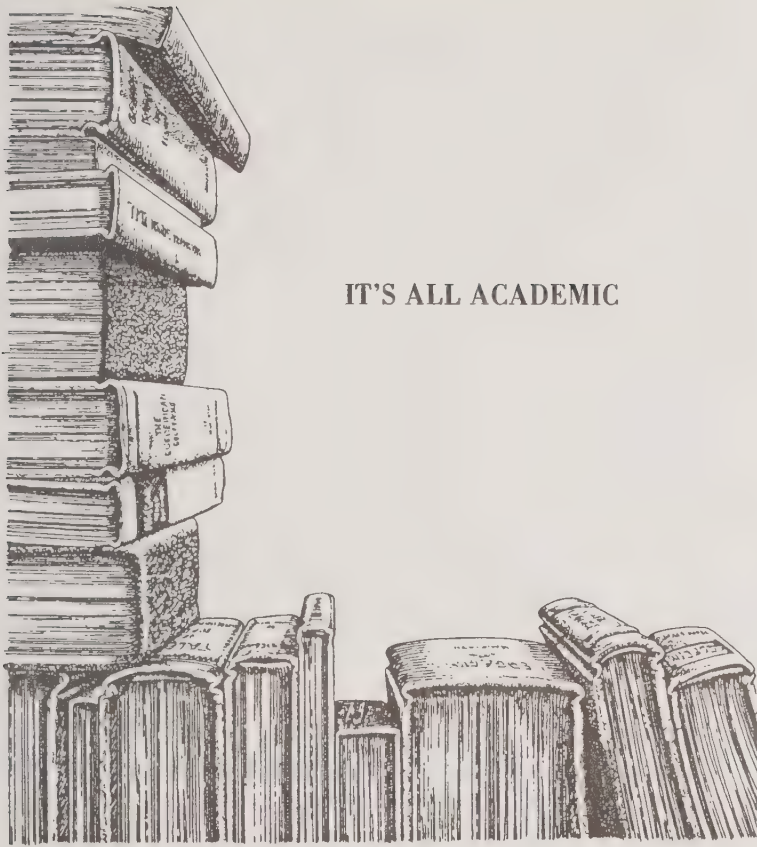
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Fire Department	794-3610
	(days) 356-2268
	(nights) 356-2968
Health Center	356-4382
Rescue Squad	356-2537

Hillcrest Abortion Clinic and Counseling Service (804)480-2800
Norfolk, VA

Crist Clinic 1-800-682-8440
Jacksonville, NC





GRADING SYSTEM

A	Excellent	93-100
B	Good	85-92
C	Average	77-84
D	Passing	70-76
F	-Failure in performance -Failure to remove a grade of "I" -Dropped by instructor	

* I A student will receive an I (incomplete) when the work required has not been completed for reasons beyond the control of the student. An I must be removed by the last day of the add period of the next quarter. If this is not done, the I will automatically become an F. If you receive an I, you do not re-enroll in the course.

- IP In Progress: An IP is assigned to a student enrolled in a course numbered 100 or lower and who fails to maintain at least a 77 average. A student who receives an IP must re-register and repeat the course the next time it is offered.
- * W A W is received when a student officially withdraws from a course during the drop period (prior to the end of the fourth week of class). The student must initiate the drop.
- * WP A WP is received when the student officially withdraws and is passing the course. A WP does not affect the student's quality points and is non-punitive. A WP may be given after the fourth week of class.
- WF The WF denotes official withdrawal when the student is not passing the course. A WF is treated as an F when quality points are averaged. A WF may be given after the fourth week of class.
- * NC Non-credit: An NC grade is assigned to a vocational student who enters an open enrollment class after the 20% cut-off date. To earn credit for the course the student must register for the course the next time it is offered and complete all requirements. An NC grade is also given for repeating a course in which a grade of C or higher has been earned.
- * AU This grade is assigned to a student who audits a course.
- * CE Credit by Proficiency Examination. This grade awards credit hours only and does not affect quality points or grade point average.

*These grades are not included in your grade point average.

GRADE COMPUTATION

Every course is measured in credit hours (the number of hours that count towards graduation).

Example: MAT 110 = 5 credit hours

Every grade given (A through F) is assigned a number of quality points (qp's for short).

A=4 B=3 C=2 D=1 IF=1 F=0

To figure your quarterly grade point average, add the number of credit hours you are taking. For example:

BUS	101		3
ENG	101		5
MAT	110		5
BUS	102		5
			<u>18</u> credit hours

Next,

assign each credit hour the proper number of qp's according to the final grades you've made.

Then,

multiply your credit hours times the quality points for each course. For example:

<u>Courses</u>	<u>Credit Hours</u>	<u>Grade Earned</u>
BUS 101	3	B = 3
ENG 101	5	A = 4
MAT 110	5	D = 1
BUS 102	5	C = 2

3 x 3 =	9
5 x 4 =	20
5 x 1 =	5
5 x 2 =	10
<u>18</u>	<u>44</u>

18 - total credit hours

44 - total quality points earned

NOW,
divide the total number of qp's by the total number of hours
to get your quarterly grade point average

$$\begin{array}{r}
 2.44 \\
 18 \overline{) 44.00} \\
 \underline{36} \\
 80 \\
 \underline{72} \\
 80
 \end{array}$$

2.44 is your quarter's grade point average (GPA)

For each quarter you attend RCTC, your credit hours and qp's will accumulate. At the end of each quarter, you will have a quarterly average and a CUMULATIVE GRADE POINT AVERAGE.

This cumulative grade point average is what we use to determine your academic standing at RCTC.

ACADEMIC WARNING & PROBATION

To stay in good standing you must maintain a minimum cumulative grade point average. This minimum average is listed below:

Grade Point Average

Attempted Credit Hours	Diploma	Degree
<u>1 - 23</u>	<u>1.25</u>	<u>1.25</u>
24 - 40	1.40	1.40
41 - 59	1.70	1.55
60 - 80	2.00	1.75
81 and above	2.00	2.00

- (1) Students enrolled in all courses numbered 100 and lower must maintain a 1.6 quarterly average to remain in good standing.

- (2) Students enrolled in a combination of courses numbered 100 and lower and other curriculum courses will be classified according to the category in which the greater number of hours attempted falls.
- (3) Students enrolled in an equal number of credit hours, (courses numbered 100 and lower and other curriculum courses) must maintain a 1.6 quarterly average to remain in good standing.

A student who does not maintain this minimum academic requirement will be placed on academic warning the following quarter.

Before registering again, this student must consult with his/her advisor. The next quarter, should the student fail to raise his/her grade point average to the minimum requirement, he/she will be placed on academic probation and will not be allowed to register again without first meeting the requirements of the Admissions Committee. ANY STUDENT ON ACADEMIC PROBATION WILL NOT RECEIVE FINANCIAL AID.

ADDING & DROPPING COURSES

If you want to drop or add a course, you must do it within the Drop/Add Period. This will require filling out forms and obtaining signatures. You need a SIGNATURE from your advisor and from the teacher whose class is being dropped or added. Please don't just stop going to class--that can result in an F for you, and we don't want that to happen.

NOTE: A student can ADD a course through the fifth class day of a given quarter and DROP courses through the fourth week of classes. For those students enrolled in ECU courses, please be aware that the DROP/ADD dates may differ from those for the RCTC courses.

WITHDRAWAL FROM THE COLLEGE

If you decide to leave the college (withdrawing is what we call it), see your advisor first. Please just don't stop going to class--this could get you F's. You can obtain the proper forms from your advisor or Student Development Services. It only takes a few minutes and will prevent problems for you later.

INCOMPLETE

Sometimes, for reasons beyond your control, you may not be able to finish the work required in a course. If this happens, you'll be assigned the letter grade of I. This I must be removed by the last day of the add period of the next quarter. Pay close attention to this time period or your I could become an F.



HOW TO REGISTER

Follow the steps below and registration won't be such a headache!

1. Obtain a permit-to-register card from the Student Development Services Department.
2. Have schedule filled out and approved by your advisor.
3. Have schedule approved by Student Development Services Department.
4.
 - a. If a student is to receive financial aid, he/she must check with the Financial Aid Officer to receive tuition charge forms, endorsements, bookstore charge forms, etc.
 - b. If a student is to receive veterans benefits, he/she must meet with the Veterans Officer prior to registration.
5. Take all registration forms to the Business Office and pay fees.
6. All veterans must show the registration receipt to the Veterans Service Officer.

NOTE: Registration is held the first five school days of each quarter beginning with the designated registration day. Students are allowed (and encouraged) to pre-register the last two days of scheduled classes (excluding Friday) of the preceding quarter.

ADVISORS

Each student at RCTC will be assigned an advisor. Most likely, your advisor will be an instructor in your curriculum. Advisors are here to help you develop your career and educational goals and answer any questions you may have. So, get to know your advisor--he/she is a great resource person.

Below is a listing of RCTC's advisors.

Air Conditioning, Heating, & Refrigeration.	Hutchinson
Architectural Technology	McFadden
Automotive Mechanics	Barrett
Business Administration	Hall
Business Computer Programming	Keim/Alexander
Cosmetology	To Be Named
Criminal Justice	Drake
Diesel Vehicle Maintenance	Freeman
Early Childhood Associate	Davis
Executive Secretarial	Askew/Owens
General Education.	H. Mitchell
General Office	Owens
Industrial Maintenance.	Burch
Light Construction	White/Hedspeth
Nursing Assistant	Vinson
Nursing Education Options	Vinson
Welding.	Cordrey

ASSORTED POLICIES & PROCEDURES



ATTENDANCE

You've paid for it-so you might as well go. The attendance policy for each class is set by the individual instructor. Be certain to check with each of your instructors as to the number of excused absences you're allowed. Further details on this policy may be found in the RCTC catalog.

BAD WEATHER

When the weather is bad, and we mean really bad, you stand a chance of not having to come to school. Listen to the local radio stations early in the morning if you question whether or not RCTC will be open because of the weather. Announcements made by Hertford County or other Roanoke-Chowan area public schools DO NOT determine whether RCTC will be open.

GENERAL STUDENT REGULATIONS (DO'S & DON'T'S)

DO

- Read all notices and announcements placed on bulletin boards and note all announcements made over the PA system. You are responsible for information relayed by these means.
- Make use of all the trash cans in the halls, shops, and classrooms. It makes a real mess when we disregard these.
- Always drive carefully when entering or leaving the school parking lots.
- Pay attention to where you can or cannot smoke (cigarettes only please). The classrooms are out--in open shops or labs, check with your instructor first.

DON'T

- Bring alcoholic beverages or narcotics on campus. This isn't only our rule, but the state's too. So be real careful here.
- Steal, gamble, curse, or fight. Also, if you happen to own any weapons, leave them at home. This can get you into a lot of trouble.
- Drink or eat in class. That goes for the LRC too. That's really disrupting to others. Reserve this activity for the student lounge or outside.
- Be disrespectful of (lose, damage, destroy or sell) school property.
- Cheat. Any student who is proved to have cheated will be subject to immediate suspension from the school.

Violation of any of the above rules may result in disciplinary action or expulsion from the college.

IDENTIFICATION CARDS

Student ID cards are generally distributed a week after the registration period. Listen for the announcement over the PA as to when and where to pick them up. Your ID card will admit you to social, cultural, and educational events sponsored by the college. Also, in order to receive a Pell grant check, you must present your ID card.

TELEPHONE

Unfortunately, students are not allowed to use the institutional telephones--except, of course, in the case of extreme emergencies. There is a public telephone available in the student lounge.



STUDENT GOVERNMENT ASSOCIATION

Or SGA, for short. The SGA plans student activities at RCTC and encourages everyone to participate. It also promotes communication among the student body, the faculty and staff, and the administration. So get involved and help make a difference. The SGA office is located on the back hall of the Jernigan Building; telephone extension is No. 271.

STUDENT GOVERNMENT CONSTITUTION

PREAMBLE

We, the students of Roanoke-Chowan Technical College, in order to establish better relations and communication between students, administration, and faculty, to create a feeling of unity among all students, to advance leadership and scholarship, and to stimulate and develop school spirit, do hereby establish this constitution for the Student Government Association (SGA) of Roanoke-Chowan Technical College.

The name shall be the Student Government Association (SGA).

ARTICLE I – PURPOSE

It shall be the purpose of this organization to act as a liaison between the students, administration, and faculty and to provide for and encourage active student participation in school affairs.

ARTICLE II – MEMBERSHIP

The membership shall consist of all students who pay the student activity fee.

ARTICLE III – EXECUTIVE COUNCIL

SECTION A – Executive power shall be vested in the Student Government Association (SGA) officers. These officers shall be known as the Executive Council.

SECTION B – The Executive Council officers elected by the constituency shall be: (1) the President, (2) the Vice President, (3) the Secretary, (4) the Treasurer, (5) the Parliamentarian, and (6) the Sergeant-at-Arms.

SECTION C – The duties of the Executive Council shall be as follows: (1) to have the responsibility of finance, (2) to authorize and approve all publications of the organization, (3) to call special meetings upon petition of a majority of members, (4) to interpret the constitution, (5) to appoint directors of any Special Services Committees, (6) to hold meetings within themselves at least once a month per year, (7) to submit a report of business to each Representative, the SGA Advisor, each instructor, and to the chairman of the Student Activities Committee, (8) to attend at least one State NCCCCSGA meeting per year (budget allowing), and (9) to attend all meetings in accordance with Article IV, Section D.

SECTION D — The duties of the President shall be as follows: (1) to serve as chief executive officer of the SGA, (2) to preside over all of the meetings of the Executive Council and the monthly meetings, (3) to appoint, with the consent of the Student Council, the chairmen of all committees, (4) to serve as an ex-officio member of all SGA standing committees, the RCTC Administrative Council, and the RCTC Board of Trustees, (5) to initiate such projects and programs as he shall deem necessary for the welfare of the SGA, and in keeping with the Preamble, (6) to represent this organization in all dealings with other student organizations and individuals, (7) to have knowledge of the records and monies of the SGA, (8) to perform all other functions which are incident to the office, (9) to call periodic meetings of the Executive Council at his discretion, and (10) to appoint an officer or committee chairman to replace one who does not fulfill the duties of his office.

SECTION E — The duties of the Vice President shall be as follows: (1) to assume all duties of the President should the President for any reason be unable to meet his duties of office, (2) to fulfill any duties as delegated by the President, (3) to serve as an ex-officio member of all standing committees, and (4) to have knowledge of records and monies of the SGA.

SECTION F — The duties of the Secretary shall be as follows: (1) to maintain the records of the SGA, (2) to serve as recorder for the Executive Council, (3) to distribute a report of business of SGA meetings to each Representative, SGA Advisor, each instructor, and chairman of the Student Activities Committee, (4) to assist in all other areas that the Executive Council may deem desirable, (5) to submit a completed set of minutes of all SGA meetings for file and future reference, and (6) to serve as chairman of the Communications Committee.

SECTION G — The duties of the Treasurer shall be as follows: (1) to keep an accurate account of all SGA funds and to attend to all necessary financial correspondence, (2) to prepare a monthly report of all financial matters to be distributed to all Representatives, SGA Advisor, and chairman of the Student Activities Committee (these reports shall be combined into an annual report to be placed in file), (3) to handle all financial transactions of the organization, with the consent of the SGA President and SGA Advisor, and (4) to prepare a budget to be submitted to the Student Council.

SECTION H — The duties of the Parliamentarian shall be as follows: (1) to be acquainted with Robert's Rules of Order, (2) to see that correct procedures are followed in all meetings, and (3) to assist in all other areas that the Executive Council may deem desirable.

SECTION I – The duties of the Sergeant-at-Arms shall be as follows: (1) to assist in preserving order as the chair may direct, (2) to follow up on any curriculum, club, or organization which has not selected its Representative by the end of the fourth week of the fall quarter, and (3) to maintain accurate absentee records and follow-up. (See Article IV, Section D.) Any of these groups not represented by the end of the second general session shall not have voting power for the duration of the quarter.

SECTION J – Replacement of any member of the Executive Council shall be as follows: (1) Any Executive Council member failing to execute his duties and responsibilities may be removed from office by a two-thirds (2/3) vote of the Representatives. The vacancy will be filled by appointment by the President subject to approval by a two-thirds (2/3) vote of the Representatives. (2) In the event that any member of the Executive Council cannot serve in his respective position, the President shall appoint a replacement subject to approval by a two-thirds (2/3) vote of the Representatives.

SECTION K – Replacement of the President of the SGA shall be as follows: In the event that the President cannot serve, the Vice President will become acting President. He shall appoint the new Vice President subject to approval by a two-thirds (2/3) vote of the Representatives.

ARTICLE IV – REPRESENTATIVES

SECTION A – The body of Representatives shall be composed of one Representative from each of the chartered clubs and Representatives from each of the college's curriculums. There shall be two Representatives from each two-year curriculum—one from the first-year section and one from the second year section. There shall be only one Representative from each of the curriculums which are of one year duration or less. Only members named herein shall have power to vote on business matters at general sessions.

SECTION B – The Student Council shall be made up of all members of the Executive Council and all Representatives.

SECTION C – Duties of the Representatives shall be as follows: (1) to represent their respective groups and to serve as liaison between the Student Council and all students and to perform all such other tasks as assigned to them, (2) to appropriate funds for all extracurricular activities as it shall deem compatible with the general welfare of the student body, provided all funds not expended during the fiscal year shall revert to the Student Activity Fund, (3) to approve all appointments made by the President of the SGA by a two-thirds (2/3) vote of Representatives, (4) to impeach and remove from office any elected student official, (5) to require reports, financial or otherwise, from all chartered clubs and organizations, not to exceed one per month, and (6) to make rules necessary and proper to promote the general welfare of the student body not inconsistent with State Statutes and Board of Trustees policy.

SECTION D – Absences: (1) Attendance for Student Council meetings is required; however, if a Representative realizes he will be unable to attend a specified meeting, he is required to notify his Alternate and present a written excuse to the Sergeant-at-Arms prior to the meeting if possible. If by unforeseen circumstances a student is unable to attend a specified meeting, the written excuse is due within three days after his absence. (2) Any Representative absent for three meetings without a written excuse shall be dismissed automatically. It shall be the duty of the Sergeant-at-Arms to inform the club's or curriculum's advisor of the Representative's dismissal in writing within one week after the third absence. The Sergeant-at-Arms shall have the authority to require the sponsoring club or curriculum to elect another Representative.

SECTION E – Elections of Representatives shall be as follows: (1) Elections of Representatives and Alternates shall be done by the respective chartered organizations and college curriculums and submitted in writing to the President of the SGA by the end of the fourth week of the fall quarter. (2) All Representatives and Alternates must be in "Good Standing" with the college for the remainder of the year.

ARTICLE V – ADVISORS

SECTION A – The Advisor to the Student Government Association shall be the Dean of Student Development Services or his appointee.

SECTION B – The duties of the Advisor shall be as follows: (1) to determine the eligibility for office of all members of the Executive Council, (2) to determine the eligibility for office of all Representatives and Alternates, and (3) to ensure that the constitution is enforced.

SECTION C – Although the Advisor shall have no voting rights, he shall be recognized by the chair in the same manner as regular student government members to discuss, debate, or advise as to any matters under consideration.

ARTICLE VI – ELECTION OF OFFICERS

SECTION A – Election for President, Secretary, and Treasurer shall be conducted by the end of the seventh week of spring quarter. Upon election, they shall serve concomitantly with the outgoing officers until the end of spring quarter at which time they shall assume full responsibilities of their elected offices.

SECTION B – Election for Vice President, Parliamentarian, and Sergeant-at-Arms shall be conducted by the end of the fourth week of fall quarter. Upon election, they shall serve from election until the end of the summer quarter.

SECTION C – Qualifications for office shall be as follows: (1) All Executive Council officers must be full-time students. (2) President, Secretary, and Treasurer must have been enrolled for three quarters and be in “Good Standing” with the college at the time of nomination and for the remainder of the year. (3) President, Secretary, and Treasurer must submit to the SGA Advisor a written statement of intent to return for the next academic year. (4) The Secretary must have a minimum typing skill of thirty-five (35) net words per minute. (5) The Treasurer must have a working knowledge of financial transactions. (6) The Vice-President, Parliamentarian, and Sergeant-at-Arms must be in “Good Standing” with the college at the time of nomination and for the remainder of the year. First quarter students would be assumed to be in “Good Standing” unless otherwise indicated.

SECTION D – Procedure of elections shall be as follows: (1) All officers shall be elected by secret ballot; all students paying an activity fee and possessing a student identification card may have a vote. To place his name on the ballot, a candidate must submit a petition containing the signatures of at least twenty-five (25) SGA members to the SGA President and the SGA Advisor. There shall be no duplication of SGA members among candidates for the same office. (2) Petitions must be submitted by the date indicated on the Student Activities Calendar. (3) All candidates must make a campaign presentation during election week. Any candidate failing to make said presentation shall be excluded from the ballot. Special circumstances preventing a presentation may be considered by the current SGA President and the SGA Advisor.

SECTION E – Elections shall be as follows: (1) All officers shall be elected by secret ballot. (2) Elections shall take place on the date indicated on the Student Activities Calendar at the designated polling station(s). (3) All voting members shall show identification card before receiving their ballots. (4) No one shall assist or advise the voter in completing the ballot except the election managers, who may only explain the rules of the election. (5) The candidate receiving a majority shall be named the winner of the election. In the event no candidate receives a majority of votes cast, or in the event of tie, a run-off election between the two candidates receiving the highest number of votes shall be held to determine a winner. (6) Ballots shall be counted in secret by the SGA President, Secretary, and Treasurer, the SGA Advisor, one faculty member and one staff member as designated by the SGA President. Under no circumstances shall a candidate for office be present at the counting of the ballots. (7) Results of the elections shall be posted by the next class day following elections. Winning candidates shall be notified personally and in writing by the SGA President as soon as possible. (8) All ballots shall be kept for a minimum of two weeks.

ARTICLE VII – COMMITTEES

SECTION A – General: (1) Committees may be formed as the SGA determines need. (2) The chairman of the committee shall be appointed from the student body by the President subject to approval by a two-thirds (2/3) vote of the Student Council. The committee members are appointed by the chairman of each committee. (3) These committees shall only hold the authority which the student government may delegate and shall make progress reports at regular SGA meetings.

SECTION B – Standing Committees: (1) Communications Committee: The Communications Committee shall be responsible for the student bulletin boards and for preparing a monthly calendar to be displayed on the bulletin boards. This committee shall also be responsible for the release of all publicity pertaining to the SGA. It shall also lend assistance to the Secretary in any manner which the SGA deems advisable. The Secretary shall serve as chairman. (2) Activities Committee: The Activities Committee shall be responsible for planning and arranging all college SGA activities. This committee shall work in conjunction with the Communications Committee and the RCTC Faculty/Staff Activities Committee.

ARTICLE VIII – NEW CLUBS OR ORGANIZATIONS

SECTION A – The Student Council shall grant charters to all Roanoke-Chowan Technical College clubs or organizations.

SECTION B – In order for a club or organization to be recognized and chartered by the SGA, it must formulate a constitution and bylaws containing the following: (1) Objectives of the organization. The objectives shall be compatible with the college's objectives. (2) Criteria for membership. Membership in an organization shall not be denied an individual on the basis of race, creed, sex, or national origin. (3) Affiliation (or non-affiliation) with groups outside the college. (4) Proposed officers and their duties. (5) Dues, fees, assessments, etc.

ARTICLE IX – PARLIAMENTARY AUTHORITY

Parliamentary authority for this organization will be the current edition of Robert's Rules of Order.

ARTICLE X – QUORUM

SECTION A – A quorum for any meeting or conference of this organization shall be a majority of the members.

SECTION B – A quorum for any meeting of the Executive Council shall be two-thirds (2/3) of the members.

ARTICLE XI – AMENDMENTS

SECTION A – Amendments to the constitution may be proposed by the Representatives or by petition signed by 20 percent of the SGA membership. If the proposed amendment is approved by a two-thirds (2/3) vote of the Student Council, the amendment shall be ratified.

SECTION B – This constitution can be amended at any regular meeting by a two-thirds (2/3) vote of the Student Council provided that the amendment has been submitted in writing by the previous regular meeting.

SECTION C – All amendments must be approved by the Board of Trustees.

ARTICLE XII – RATIFICATION

Ratification of this constitution shall be by two-thirds (2/3) vote of the Student Council and the Board of Trustees.

